



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

June 26, 2023

REGIONAL MEMORANDUM

No. **661** s. 2023

REQUIREMENTS FOR THE GRANT OF PERMISSION TO CONDUCT GRADUATE SCHOOL STUDIES AND OTHER RESEARCH

To: Schools Division Superintendents
 Regional Office Division Chiefs
 Public and Private Elementary and Secondary School Heads
 All Others Concerned

1. With reference to DepEd Order No. 16, s. 2017 or the Research Management Guidelines, this Office, through the Policy, Planning, and Research Division (PPRD), disseminates the requirements that shall be met by graduate school students and external researchers who are seeking permission from the Regional Office (RO) to conduct studies and research.
2. Permission can be granted to conduct studies and research, provided that the following requirements and conditions are observed and or complied with:
 - a) Copy of Ethics Clearance from the University Research Ethics Committee, if applicable, or the letter of approval signed by the graduate office;
 - b) Letter request addressed to school(s) and Schools Division Office(s) that are covered by the study with the information on the research activities to be undertaken by the researcher;
 - c) Informed consent of the participants of the study; and
 - d) Research proposal with data collection procedures, timeline, and participants based on the research brief.
3. The informed consent shall include but is not limited to the study objectives, procedures, duration, risks, benefits, alternative options, the confidentiality of records, contact information for any participant questions, compensation if applicable, additional costs, and compensation for research injury if applicable. It is essential that participants understand that participating in a research study is completely voluntary and that they can withdraw from the study at any time or choose not to participate. Informed consent shall be obtained after the participant has been presented with pertinent information, has had adequate time to review the consent document, and have all questions answered. The consent shall also be obtained prior to any study-specific procedures. Participant privacy during the data gathering is paramount and the environment should be free of undue influence and coercion.¹
4. The data gathered shall be treated with confidentiality. Upon completion of the study, the RO shall be provided with a copy of the results of the study through the submission of the approved research manuscript. Researchers shall coordinate



with the Schools Division Research Coordinators or Senior Education Program Specialists in Planning and Research (SEPSs-PR) of the respective division identified in the study.

5. For inquiries and other concerns, contact the Policy, Planning, and Research Division at email address: pprd.region8@deped.gov.ph.

6. Immediate dissemination of and compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: None

References: Research Management Guidelines

The Ohio State University (<https://ccts.osu.edu/>)¹

To be indicated in the Perpetual Index under the following subjects:

PERMISSION
RESEARCH

PPRD-TCPJ

